# Attachment 1 -- PILOT RECORDS CHECKLIST (Complete one for each pilot.)

### [Ref. CAPR 60-1, para 2-8, eff. 1 Mar 2003]

**Pilot Name:** _____       **Date:**_____

**Unit:** _____

| PILOT RECORDS CHECKLIST | Yes | No | N/A | Expires |
|---|---|---|---|---|
| 1. Does the unit maintain a separate file or record on this active pilot? | | | | |
| a. Is this pilot's record separated from non-current pilot records? | | | | |
| b. Is there a section cover page outlining what belongs there? | | | | |
| 2. Does the pilot records file contain the documents **required** by CAPR 60-1, para. 2-8?: | | | | |
| a. Copy of the FAA pilot certificate [a] | | | | |
| b. Copy of current FAA CFI certificate if appropriate [a] | | | | |
| c. Copy of the current FAA medical certificate [a] | | | | |
| d. * Documentation of currency IAW FAR 61.56 (Flight Review or equivalent). A CAPF-5 annotated by an instructor to show a completed Flight Review may be used to fulfill this requirement. | | | | |
| e. * Copies of the most recent CAPFs 5 establishing aircraft qualification in each type in which qualified.[b] | | | | |
| f. * A current copy of each completed aircraft questionnaire: | | | | |
| C-172 | | | | |
| C-182 | | | | |
| Other: | | | | |
| " | | | | |
| " | | | | |
| " | | | | |
| g. * Proof of annual CAPF 5 written examination completion (certificate only) | | | | |
| h. * Copy of most current CAPF 91, *CAP Mission Pilot Checkout* (if appropriate) | | | | |
| i. Signed Statement of Understanding (CAPR 60-1, attachment 1). (The Statement of Understanding does not need to be accomplished on an annual basis.) | | | | |
| j. * Copy of current designation as a: (if applicable) | | | | |
| (1) Cadet Orientation Pilot | | | | |
| (2) ROTC Cadet Orientation Pilot | | | | |
| (3) Check Pilot | | | | |
| (4) Instructor Pilot | | | | |
| (5) Mission Check Pilot | | | | |
| (6) Flight Release Officer | | | | |
| k. Copy of letter or certificate indicating successful completion of the *National Check Pilot Standardization Course* | | | | |
| 3. **Optional Items** [but highly recommended]: Copies of: [c] | | | | |
| a. MS WG CAP Pilot Information Certification | | | | |
| b. CAP 101 card | | | | |
| c. CAP Membership card | | | | |
| d. CAP Communications certificate (CAPF 76, if held) | | | | |
| e. Emergency Notification Data (CAPF 60) | | | | |
| f. FAA Wings Certificate(s)(if any) | | | | |
| g. Documentation of mandatory attendance at current annual **flight safety down day** | | | | |
| h. This checklist, duly completed and current (on top) | | | | |
| **Inspector's Comments:** | | | | |
| | | | | |
| | | | | |
| | | | | |

**GRADE** (check one): [___] **OUTSTANDING**     [___] **EXCELLENT**     [___] **SATISFACTORY**
    [___] **MARGINAL**     [___] **UNSATISFACTORY**

**Records Inspected By:** _____     **Initials:** _____
        (print name and grade)

Notes:
[a] For items 2a-c above, copies obtained from the FAA airman registry web site are acceptable as well as those provided by the pilot.
[b] Note: Wing or region DOV will retain failed CAPFs 5 and CAPFs 91 for 5 years for trend analysis purposes.
[c] These optional items are not required by regulation, but inclusion may mean the difference between SAT and higher evaluations.
* Note: Items marked with an asterisk (*) above do not need to be maintained in pilot records once ALL of a wing's pilot records have been entered and properly validated in the Flight Management System (FMS).

Revision Note: Revised by IG/MSWG 5 Mar 2003 to conform to CAPR 60-1, as amended effective 1 Mar 2003.